



**CITY OF SUNNYVALE
HOUSING DIVISION
BELOW MARKET RATE (BMR) – RENTAL HOUSING PROGRAM
456 W. Olive Avenue, Sunnyvale, CA 94086
Phone: (408) 730-7456
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NOTICE – BMR-R-07/08-1

DATE: February 8, 2008
**TO: Property Owners of Rental Properties, Property Managers,
Operations Managers and Leasing Managers**
SUBJECT: BMR Rental Program Reminders and Maximum Allowable BMR Rental Increases

Reminders:

1. Quarterly Reports: Wait List Certification Form R-8 and Wait List Log Form R-11.

When submitting the quarterly Wait List Log Form R-11, you **must** submit the Wait List Certification Form R-8 and the entire continuous Wait List Log Form R-11. Quarterly reports are due January 15; April 15; July 15; and October 15 or the following Monday should the due date fall on a weekend. It is your responsibility to ensure that the Wait List Certification Form R-8 and Wait List Log Form R-11 are received **on time**. Forms received after the due date will be considered late and reflected as such in your Annual Audit.

As a reminder, the comments section of the Wait List Log Form R-11 is intended to provide you with a location to documents attempts to offer available units to an applicant(s), reasons for an applicant(s) withdrawing from the Program, or notating the date and unit number when a unit is rented to an applicant(s).

2. Annual Report Due by April 1, 2008

Annual Reports covering March 1, 2007 through February 29, 2008 are due to the City of Sunnyvale by 5 p.m. on April 1, 2008 at the following address:

**City of Sunnyvale
Housing Division
Attn. Rachél DeBord
456 W. Olive Avenue
Sunnyvale, CA 94086**

Annual Reports consist of the following completed Forms:

<u>Form Number</u>	<u>Name of Form</u>
R-10	BMR Annual Report
R-10A	Tenants who have moved in
R-10B	Existing Tenants
R-10C	Tenants who have moved out
R-10D	Vacant Units
R-6	Annual Re-Certification of Occupancy and Income (copy for each tenant)

3. Annual City Audit and Monitoring

City staff will contact you in April to schedule the annual City Audit and Monitoring for each property restricted by the program. As stated in Section 19.66.040 (a), the City shall have access to the property's records and books pertaining to any unit restricted by the program within ten (10) working days of notice to the owner or manager.

Administrative Reference:

The Administrative Procedures for the Below Market Rate (BMR) Rental Program, dated August 9, 2004, are supplemented by the following:

Updates

1. Maximum Rents and Rental Increase

Each January, the City Council is provided the results of the Sunnyvale Apartment Vacancy and Rent Survey. The results of the survey for the last year are used by staff to calculate any revisions to the maximum permitted BMR rents for new tenants moving into existing BMR properties and to determine if a rental increase is warranted for existing tenants of BMR properties.

• 2008 MAXIMUM BMR RENTS FOR NEW TENANTS MOVING INTO EXISTING BMR PROPERTIES:

Apartment Size	2007 Maximum Rent	2008 Maximum Rent
Studio	\$1,110	\$1,166
One Bedroom	\$1,269	\$1,332
Two Bedroom	\$1,428	\$1,499
Three Bedroom	\$1,713	\$1,799

NOTE: These maximum rents apply only to properties with restrictions recorded before October 2003.

• RENTAL INCREASES FOR EXISTING TENANTS LIVING IN BMR PROPERTIES:

Effective March 1, 2008, a 5% rent increase is authorized by the City of Sunnyvale. As a reminder, rental increases for **BMR tenants currently** occupying BMR units may not exceed **5% of their current rent**. Rents may only be increased upon proper notification by the City and may only occur once in any 12-month period.

The following is an example of a 5% rent increase for current BMR tenants.

IF:	5% of Current Rent	THEN:
Current Monthly Rent is:	(.05 x 1,000)	New rent for tenant would be:
\$1000	\$50	\$1,050

NOTE: The Above Example Is Not Intended To Reflect Actual Current Monthly Rents And Should Be Used Only As An Example Of How To Increase Current BMR Tenant Rents By 5%.